

SECRET

WPS - 2618 ✓
 by 5 of 13
 22 July 1958

MEMORANDUM FOR: Director of Administration, WPS/DCI

SUBJECT : Processing Documents Pertaining to the
 Administration of the Planning Staff,
 Allotment 1002.

1. As a result of the transfer of Administration of subject activity to the Development Planning Staff, DCI, it is desired that procedures be established to generally correspond to present WPS/DCI procedures in administering this activity.

2. It is imperative that financial documents pertaining to this activity flow in such a manner as to allow for orderly and accurate recording in the Budget and Finance records and that other documents flow through the appropriate offices for expeditious handling. In this respect, initial channel of process for certain documents will be as follows:

A. Comptroller, WPS/DCI

1. Travel Claims (Completed Form No. 22).
2. Reimbursement For Services Other Than Personal.
 (Claims for Reimbursement for official telephone calls, etc., Form No. 26.).
3. Claims for Consultant Fees.
4. Requisitions, request for contract amendments, etc.

B. Transportation Officer, WPS/DCI

1. Requests for Travel Orders and Reservations.
2. Requests for Travel Advances.

C. Personnel Officer, WPS/DCI

1. Request for Personnel Actions and/or Contracts.

3. After approval, audit, certification, and recording, original payment vouchers with appropriate documentation will be forwarded by the Comptroller, WPS/DCI to the Finance Division or Fiscal Division as appropriate, for disbursement and retention in their files.

Distribution: 25X1A
 0 & 1 - Addressee

- ad 3 - [redacted] Staff
 4 - [redacted] Staff
 5 - [redacted] SAPD/DCI Chrono
 6 - Chief, Finance Division
 7 - Chief, Fiscal Division
 8 - Comptroller, WPS/DCI
 9 - Personnel Officer, WPS/DCI
 10 - Transportation Officer, WPS/DCI
 11 - Contracting Officer, WPS/DCI

RICHARD M. DISKILL, JR.
 Special Assistant to the Director
 Planning and Development Staff

SECRET

RDP62B00844R000200100070-5

25X1A

12 - [redacted] Finance)
 13 - Chrono.

TD:ens